



KAY IVEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
TAYLOR HARDIN SECURE MEDICAL FACILITY
1301 JACK WARNER PARKWAY NORTHEAST
TUSCALOOSA, ALABAMA 35404-1060
205-462-4500
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KIMBERLY G. BOSWELL
COMMISSIONER

KIMBERLY MCALPINE,
FACILITY DIRECTOR

EMPLOYMENT OPPORTUNITY

| | | |
|----------------------|--------------------------------------------------------------|---------------------------------|
| JOB TITLE: | Administrator I | OPEN DATE: 06/17/2022 |
| | | CLOSE DATE: Until Filled |
| JOB LOCATION: | Taylor Hardin Secure Medical Facility Tuscaloosa, Alabama | NUMBER: 22-23 |
| | | JOB CODE: A1000 |

SALARY

- Range 67 (\$32,925.60- \$49,953.60 Annually)
- Salary will be commensurate with experience and State of Alabama Personnel guidelines.

BENEFITS

- 12 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.
- 13 annual leave days accrued in the first year of employment.
- Longevity bonus annually after 5 years of employment.
- Continuous opportunities for acquiring CE's needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).
 - After 1 year, the minimum amount of the pre-retirement death benefit paid to your designated beneficiary is at least equal to your current or previous fiscal year annual salary.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Business Administration, Public Administration, Health Services, Communication, or related field.
- 12 months or more experience in the mental health field.

KIND OF WORK

- Perform a variety of administrative duties to provide support and assistance to the Risk Management team.
- Assist with the incident reports in the Cares System.
- Assist with the preparation of weekly, monthly, and quarterly reports and various other tasks.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and understanding of organizational components.
- Skilled with using Microsoft Office software.
- Ability to compose monthly, weekly, and quarterly reports.
- Ability to coordinate schedules and meetings.
- Ability to maintain confidentiality.
- Ability to work effectively and cooperatively with all disciplines.
- Ability to communicate effectively, both verbally and in writing.

METHOD OF SELECTION

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

[Click Here to Apply Now:](https://laserfiche.alabama.gov/Forms/ADMH-Job-Application)

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Only work experience detailed on the application will be considered. Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.